

**Schedule 150-1-4-8**

**HEALTH AND HUMAN  
SERVICES SYSTEMS**

**STATE UNIT ON AGING**

**JUNE 14, 2007**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

SCHEDULE

**150-1-4-8**

AGENCY, BOARD OR COMMISSION

**Health & Human Services System**

DIVISION, BUREAU OR OTHER UNIT

**State Unit on Aging**

Supersedes 67, edition June 8, 1988 and 75 edition  
June 12, 1989

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

CAO

DATE

6/12/07

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

STATE ARCHIVES

DATE

6/13/07

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

STATE RECORDS ADMINISTRATOR

DATE

June 14, 2007

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 150-1-4-8 – HEALTH AND HUMAN SERVICES SYSTEM – STATE UNIT ON AGING**

### **150-1-4-8            AGING PROGRAM (State Unit on Aging)**

#### **150-1-4-8-1-1            ANNUAL ASSESSMENT REPORT OF AREA AGENCIES**

Final written results of the Annual Assessment of Area Agencies. Specific areas of operation are reviewed and recommendations noting strengths and areas of concern are indicated. Includes worksheets, copy of AAA's response and final written report.

**ORIGINAL RECORD: Transfer to the state records center after 3 years; dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.**

**SECURITY BACKUP COPY (DISKETTE): Dispose of after superseded.**

#### **150-1-4-8-1-2            AREA AGENCY CENTRAL FILE**

Files of each Area Agency on Aging project that is currently operating in the state. Records may include: correspondence, progress reports, site assessments, complaints, letters of intent, applications for support, subcontracts, annual plan and five year plan.

**ORIGINAL RECORD: Transfer to the State Records Center after 3 years; dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.**

**SECURITY BACKUP COPY (DISKETTE): Dispose of after superseded.**

#### **150-1-4-8-1-3            FINANCIAL MONTHLY AND QUARTERLY REPORTS**

Monthly reports of area agency expenditures and quarterly reports to the Division of Aging Services from area agencies including reports of staffing, compensation funding, training, coordination, pooling of resources, any expenditures and units of service.

**Transfer to the State Records Center after 3 years; dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

#### **150-1-4-8-1-4            AUDIO VISUAL MATERIALS**

Videotapes used to promote services and programs for the aged. Includes audiovisual records.

**Dispose of after 1 year, or when obsolete, or no longer of educational value, whichever subject to review by the State Archives before disposal.**

#### **150-1-4-8-1-5            CENTURY SOCIETY RECORDS**

Record of a program that recognizes and honors 100 year old Nebraskans. Record includes the Directory of Awarded Century members.

**REQUESTS: Dispose of after 1 year.**

**DIRECTORY: Retain permanently.**

#### **150-1-4-8-1-6            COMPLAINTS AND CORRESPONDENCE**

Record of complaints. Information usually consists of correspondence.

**Dispose of 3 years, after last activity regarding complaint.**



**150-1-4-8-1-7      CONTRACTS AND AGREEMENTS**

Written agreements between the Nebraska Division of Aging Services, other agencies, outside organizations and individuals for the performance of specific services. The document specifies the terms of the contract, all provisions and conditions for nullification.

**ORIGINAL RECORD:** Located in Central Repository in Support Services.

**DUPLICATE COPY:** Dispose of 5 years after fulfillment of agreement, provided audit has been completed.<sup>1</sup>

**150-1-4-8-1-8      FEDERAL FINANCIAL STATUS AND CASH  
TRANSACTIONS REPORTS**

Copies of financial and cash transactions reports that have been sent to the Federal Regional Offices. The reports indicate the status of program funds or cash transactions.

**Transfer to the State Records Center after 3 years, dispose of after 5 years or 2 years, provided audit has been completed.**<sup>1</sup>

**150-1-4-8-1-9      GRANT APPLICATIONS PLANS**

Annual plan to grantor agencies providing grant funds to the Nebraska Department on Aging for aging programs. Records may include: Grantee application for support, notification of Grant award, acceptance of grant award, budget revisions, description of programs, program objectives, and correspondence etc.

**ORIGINAL RECORD:** Transfer to the State Records Center after 3 years; dispose of after 5 years, provided audit has been completed.<sup>1</sup>

**ALL OTHER COPIES:** Dispose of after 3 years.

**150-1-4-8-1-10      LEGISLATIVE MATERIALS**

Materials related to legislation that may be of interest to older Nebraskans and older Americans, including newsletters.

**Dispose of after 3 years, or when no longer of administrative value, whichever is sooner.**

**150-1-4-8-1-11      COMMITTEE MEETING MINUTES AND AGENDA**

**See General Schedule 124 – General Records for State Agencies.**

**150-1-4-8-1-12      PROGRAM PERFORMANCE REPORT**

Any periodic report submitted to a federal agency in response to the Division of Aging Services' performance in any area.

**ORIGINAL RECORD:** Dispose of after 5 years.

**ELECTRONIC DATA:** Backup daily or monthly; dispose of after superseded.

**SECURITY BACKUP COPY:** Dispose of after superseded.

**150-1-4-8-1-13      PROJECT FILE**

Records of Area Agency projects for the elderly where funding is received from other agencies e.g. Labor, Projects are listed according to the sponsoring subdivision. Various service programs are maintained in these files.

**Transfer to the state records center after 3 years, dispose of after 5 years, provided audit has been completed.**<sup>1</sup>

#### **150-1-4-8-1-14 PUBLIC HEARING FILES**

Records pertaining to public hearings. File may include: correspondence, newspaper clippings, news releases, notice of joint public hearing, attendance sheets, attendance statistics, and cassette recordings of the hearings.

**ORIGINAL RECORD: Dispose of after 10 years.**

**CASSETTE RECORDINGS: Dispose of after 1 year.**

#### **150-1-4-8-1-15 RESEARCH PROJECTS AND SURVEYS**

In-depth research projects, studies, or surveys that provide information to further programs and services for the elderly.

**Dispose of after 10 years, subject to review by the State Archives before disposal, for possible accession.**

#### **150-1-4-8-1-16 SPECIAL PROJECTS SUBGRANT FILES**

Records of Special Sub-grant Programs for the elderly, i.e., Employment, Transportation, Disaster Relief, Day Care for the aged, pre-retirement education, etc. Files may include monthly Project Financial summary, cost itemization sheet, itemization of non-Federal contribution, Personnel Costs Breakdown, Income itemization and Utilization sheet, notification of grant awarded, correspondence, monthly worksheets and copies of vendor invoices.

**Transfer to the state records center after 3 years, dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

#### **150-1-4-8-1-17 STATE PLAN**

Nebraska's state plan for programs and services for the aging. Information includes: state objectives, Action Plans, Resource allocation Plans, and General provisions.

**ORIGINAL RECORD: Retain permanently in agency director's office.**

**ALL OTHER COPIES: Dispose of 5 years after termination of project.**

#### **150-1-4-8-1-18 FUNCTIONAL CRITERIA & SENIOR CARE OPTIONS/WAIVER BILLING DOCUMENTS**

Client-specific information about functional needs and abilities used in determining eligibility for nursing facility or HCBS waiver services through Medicaid. Monthly billing of Medicaid screening and case management through Senior Care Options and the Aged and Disabled waiver.

**ORIGINAL RECORD: Dispose of after 3 years from the month of the billing, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.**

**SECURITY BACKUP COPY: Dispose of after superseded.**

### **150-1-4-8-2 AREA AGENCIES ON AGING**

#### **150-1-4-8-2-1 PLANS**

Agency's proposed plans for that year's project operations. A five-year plan is also submitted to the Division of Aging Services. May include an introduction, application for grant award, description of programs, history of agency, maps, administration, fiscal information, staff organization, short and long range goals and objectives, etc.

**Retain one copy permanently, may be transferred to the State Archives after 10 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-2-2 BUDGET FILES**

Records pertaining to budget fund requests, appropriations and expenditures for each fiscal period. May include budget proposals, budget summaries, actual expenditures per account, ledgers, amendments, expenditures by revenue sources, unapproved budgets, notes, worksheets, list of other local funding sources, etc.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-2-3 TITLE III PROGRAMS AND SERVICES**

Accounts payable, budget accounts ledger, cash received documents, claim forms, client files.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-2-4 CLIENT INFORMATION RECORD**

System used to record usage and referrals of service by each client.

**Dispose of after 2 years.**

**150-1-4-8-2-5 CLIENT MASTER INDEX**

Index of all clients who have had contact with one or more Title III programs. Information may include month and year of application or contact, name, address, phone number, case manager, etc.

**Dispose of 5 years after the last activity, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-2-6 CLIENT REQUEST LOG**

Monthly record of work requests received from Title III program clients themselves or from other sources. Information may include work request number for that month, date work is requested, client's name address and phone number, age of client, income code source of the request, Title III Program Person assigned to the job, completed work order number, completion date, etc.

**Dispose of after 2 years.**

**150-1-4-8-2-7 COMPANIONS, AVAILABLE FILE**

Records of a program that assists in providing companions for elderly persons. Companions are paid by the user for performing personal services such as reading, housekeeping, cooking, transportation, etc. File may include companion applications, companion index cards, quarterly list of available companions, etc.

**QUARTERLY LIST OF AVAILABLE COMPANIONS: Dispose of after 6 months.**

**ALL OTHER RECORDS: Dispose of 2 years after last date of file.**

**150-1-4-8-2-8 DAILY CONTACT LOG**

Daily listing of incoming telephone calls (client and non-client contacts).

**Dispose of after 1 year.**

**150-1-4-8-2-9 JOB COMPLETION LEDGER (Log recap)**

This information may include the date, work order number, hours of labor, dollar amount of labor, material costs, total job cost, clients share, subsidized costs, etc.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-2-10 JOB EXPENSE SHEET (Time Sheets)**

Complete record by pay period of the work dates, job number, hours worked, pay rate and total for each Title III program and/or contractor.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-2-11      MONTHLY REPORTS**

Packet of various records that are sent to local Aging Commissions, County Boards and City Councils, from the local AAA. Records usually contain a copy of fiscal and program records, payroll data, invoice receipts, cost utilization sheets, summaries, statistical reports, etc.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-2-12      REPORT LOG**

Worksheet used to compile Title III Program statistics. Information may include names, ages, subject, information, referral, counseling, number of contacts, mode of contact, etc.

**Dispose of after 2 years.**

**150-1-4-8-2-13      TITLE III PROGRAM FISCAL FILES**

Information pertaining to the administration of programs for the elderly. Records of the administration of Title III funds. These may include transportation, in-home services, telephone reassurance, information and referral, etc.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-3      NUTRITION AND CONGREGATE DELIVERED MEALS**

**150-1-4-8-3-1      CASH RECEIVED FORM**

Record indicating the freewill cash contributions received from each congregate meal site. May include the site name and number, week ending, contribution per day, week total, total for all sites, and deposit by amount, etc.

**Dispose of after 1 year.**

**150-1-4-8-3-2      CERTIFICATION OF MEDICALLY DIAGNOSED NEED FOR HOME DELIVERED MEALS**

Certification from the care management unit, medical profession, AAA staff or contractor attesting that a participant in the home delivered meals program is medically eligible for that service. There are three different categories of certification:

Temporary certification (6 weeks or less). General certification (up to 6 months).

**Re-certification (follows the general certification period). Dispose of 3 years, after last certification date.**

**150-1-4-8-3-3      CONTRACT AGENCY OUTREACH RECORDS**

Records regarding congregate meal sites, which are received from the contract agencies outreach workers. May include individual contact log, referral form, daily summary sheet, outreach and/or a worker's daily log, etc.

**Dispose of after 1 year.**

**150-1-4-8-3-4      DISPOSABLE PRODUCT INVENTORY**

Temporary inventory of the usage of racks and disposable table products for sites using catered service.

**Dispose of after 3 months or when no longer of reference value.**

**150-1-4-8-3-5 FOOD DISTRIBUTION PROGRAM PERPETUAL AND USAGE INVENTORIES**

Inventory for each item of USDA commodity used by the Nutrition program. Information may include item description, unit of measure, date of invoice, quantity received, quantity used over dollar value and balance.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-3-6 INCIDENT REPORT**

Report of any noteworthy incident that occurs at a congregate meal site. Information may include identification of injured or ill person, date, time, exact nature of incident, hospital or doctor used, witnesses, opinion of the cause of incident, signature, submitting date, the date and time received in Project Office, etc.

**Dispose of after 2 year.**

**150-1-4-8-3-7 MEAL DELIVERY: SIGN OFF SHEETS/TICKET**

Number of meals delivered to each congregate meal site, also the quantity of accessory items such as milk, condiments, etc. May include day, date, driver's signature, site number and name, delivered quantities, etc. TICKET—Record of the number of meals delivered by a catering service.

**Dispose of after 1 year**

**150-1-4-8-3-8 MEAL SUMMARY**

Daily and weekly totals of meals that were delivered, catered, ordered, and eaten by clients, guests, staff, or discarded.

**Dispose of after 1 year.**

**150-1-4-8-3-9 MEAL TEMPERATURE CHECK SHEET**

Temperature check sheet for hot food (140° F or higher) and cold food (45° F or lower).

**Dispose of after 1 year.**

**150-1-4-8-3-10 MENU PLANS FOR MEALS TO BE SERVED**

Projections of congregate meal menus for a 22-day cycle. Is subdivided into specific days along with a proposed menu for that day.

**Dispose of after 1 year.**

**150-1-4-8-3-11 NUTRITION VOLUNTEER RECORD**

Monthly record from each congregate meal site indicating the number of hours worked by volunteer assistance at that site per day.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-3-12 NUTRITION VOLUNTEER SIGN-IN SHEET**

Daily record maintained at the meal site, for volunteers to sign in and out.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-3-13 ODOMETER READING**

Record of the delivery trucks mileage. Information may include week, driver, beginning-ending miles driven per day, total mileage for the week, etc.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-3-14 REFERRAL FORM**

Information relative to a prospective participant in the congregate meal program. Data is recorded by the site manager, counselor, contract agency or other sources.

**Dispose of after 1 year.**

**150-1-4-8-3-15 REGISTRATION FORM**

Intake record of participants in the Nutrition program. Information may include identification data, marital status, emergency numbers, therapeutic diet, attendance in program, units of supporting service etc.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-3-16 RESERVATION AND ATTENDANCE FORM**

Form prepared by site manager to project the number of clients expected on a particular dining site, date and units of services, reservation call-in form and summary of the day.

**Dispose of 6 months after data has been transferred to meal summary and registration form.**

**150-1-4-8-3-17 SUPPORTING SERVICES RECORD**

Monthly account of the units of supporting services rendered by each site by dining date. Categories of service include: meals, transportation and escort, information and referral, counseling, shopping assistance, nutrition education, recreation and outreach, etc.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-3-18 USDA DONATED FOODS ALLOTMENT**

Inventory control record submitted by preparatory organizations of the amount of USDA commodities used.

**ORIGINAL RECORD: Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC RECORD: Backup daily or monthly; dispose of after superseded.**

**SECURITY COPY: Dispose of after superseded.**

**150-1-4-8-3-19 MONTHLY SUMMARY OF PARTICIPANTS PAID FOR BY TITLE**

A confidential monthly list of program participants who are subsidized by HHSS. Record includes the reporting month, meal site, participant's name, and number of meals for the month and the number of days transportation was provided.

**ORIGINAL RECORD: Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.**

**SECURITY BACKUP COPY: Dispose of after superseded.**

**150-1-4-8-3-20 SOCIAL SERVICES BILLING DOCUMENT**

A form used for the monthly Title XX billings. Information may include provider information, authorization number, client number, client name, service code, billing period, units provided, unit rate and charge, etc.

**ORIGINAL RECORD: Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.**

**SECURITY BACKUP COPY: Dispose of after superseded.**

**150-1-4-8-3-21      SOCIAL SERVICES PROVIDER AUTHORIZATION**

Authorization for Title XX Nebraska Social Services assistance. Information may include name and address of provider, authorization number, client name, authorization period, maximum units of authorization per month, unit rate, type of service, etc.

**ORIGINAL RECORD: Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.**

**SECURITY BACKUP COPY: Dispose of after superseded.**

**150-1-4-8-3-22      TEMPORARY ELIGIBILITY FOR SOCIAL SERVICES**

Temporary authorization for Title XX assistance from the Social Services Department. Information may include name of caseworker, clients, service, authorization date, maximum units and unit rate, etc.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-3-23      TITLE XX FILE**

Records of Social Services recipients who receive Title XX funding for transportation and meals. File may include social services provider authorization, temporary eligibility for social services, termination forms, etc.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-3-24      TITLE XX INDEX FILE**

Index of Social Services clients receiving transportation and nutrition assistance. Data includes authorization period. Authorization number, client's name, site, number of units per month authorized, counselor, etc.

**Dispose of 5 years after client's termination by Social Services, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-4      EMPLOYMENT (Title V)**

**150-1-4-8-4-1      DAILY LOGS**

Lists of all contacts with clients and employers. These statistics are compiled for each quarterly report.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-4-2      QUARTERLY REPORTS**

Submitted to Nebraska Division on Aging (NDOA), Title V and Private Sector activities for a three-month period.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-4-3      TITLE V CLIENT FILES**

Files of Title V clients including their name and address, job description, client intake form, evaluation form, performance appraisal, etc

**Dispose of 5 years after last activity, provided audit has been completed.<sup>1</sup>**

## **150-1-4-5                    CARE MANAGEMENT**

### **150-1-4-8-5-1            LONG TERM CARE MANAGEMENT FILE**

In-home assessment of client's lifestyle and social and health needs. Care management unit assesses what types of services may be needed. May include comments from other professionals, outline of action, goals-objectives, name of applicant, etc.

**Dispose of 5 years after last activity.**

## **150-1-4-8-6            TRANSPORTATION RECORDS**

### **150-1-4-8-6-1            APPLICATION FOR REDUCED BUS FARE FOR HANDICAPPED RIDERS**

Application for reduced bus fare privileges for persons who are handicapped. Information may include name, address, date of birth social security number, nature of handicap, if the handicap is permanent or temporary, signature of applicant and date. Also attached may be an agency affidavit application certifying that the above named client has been determined by the agency to have handicapping conditions warranting services and/or agency benefits.

**Dispose of concurrently with client files, providing information has been included in the bus files index.**

### **150-1-4-8-6-2            BASIC CLIENT DATA SHEET**

Basic intake data regarding client information profile. Information may include name, address, phone number, social security number age, birth date, sex, race, urban or rural, information, assigned counselor etc...

**Dispose of after 2 years.**

### **150-1-4-8-6-3            BUS FARE SUBSIDY FOR THE ELDERLY**

Application of Senior Citizens applying for reduced bus fare subsidy. Information includes, name, address, date of birth, social security number, if applicants on social security or pension, etc.

**Dispose of concurrently with client files, providing information has been included in the bus files index.**

### **150-1-4-8-6-4            BUS FILES INDEX**

Card index for applicants of the reduced bus fare program.

**Dispose of after 5 years.**

### **150-1-4-8-6-5            DAILY BUS SCHEDULE**

Daily handi-bus routing schedule. Information includes: pick up time throughout the day, names of riders, address, destination, etc.

**Dispose of after 1 year.**

### **150-1-4-8-6-6            HANDIBUS AND REDUCED FARE TICKET SALES REPORTS**

Daily and monthly ticket sales reports of both the handi-bus and reduced fare for city transit.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**



**150-1-4-8-6-7 SENIOR HANDIBUS REGISTRATION CARD**

Card file of persons eligible to use the handi-bus. And reduced fare for city transit.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-6-8 SENIOR HANDIBUS RESERVATION FORM**

Application for Handi-bus Service prior to each trip. These forms are given to the driver for completion.

**Dispose of after 90 days.**

**150-1-4-8-6-9 EVALUATIONS**

Evaluations by citizens of the volunteer programs, volunteer stations, and volunteers Advisory Council.

**Dispose of after 2 years.**

**150-1-4-8-6-10 INDEX FILES**

Index of volunteers and organizations connected with the agency. Information includes name, address various abilities and interests, and additional reference materials.

**Dispose of after volunteer is inactive, deceased, or the organization is no longer functional.**

**150-1-4-8-6-11 PROJECT FILE**

Information and resource file of volunteer projects in Nebraska. These may include Tele-care, Senior Centers, Escort Service, Handy persons, transportation, informational and referral, etc.

**Dispose of 5 years, after termination of project.**

**150-1-4-8-6-12 VOLUNTEER FILE**

File of volunteers who are willing and available to assist with programs for and by the elderly. File includes volunteer report, enrollment record, volunteer registration, evaluations of program by volunteers, insurance forms, correspondence, etc.

**Dispose of 3 years after volunteer becomes inactive or deceased.**

**150-1-4-8-6-13 VOLUNTEER HOURS LOGBOOK**

Log book of the number of volunteer hours per month.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-8-6-14 VOLUNTEER STATIONS FILE**

File of organizations that serve as senior citizen volunteer locations. Records include correspondence, newsletters, brochures, activity schedules, and agency's request for volunteers, etc.

**Dispose of after 1 year.**

## **150-1-4-8-7      LOCAL GOVERNMENT PROGRAMS**

### **150-1-4-8-7-1      LOCAL GOVERNMENT FUNDED PROGRAM RECORDS**

County monies that fund services or programs specifically for the elderly and generally follow the Title III Program Standards, May include client file and supporting documentation, cash received documents, control logs, monthly data and fiscal reports, governors conference files, etc.

**Dispose of 5 years after last activity, provided audit has been completed.<sup>1</sup>**

## **150-1-4-8-8      GENERAL RECORDS**

### **150-1-4-8-8-1      HUMAN SERVICES FILE**

Reference file of local human service agencies, their newsletters, bulletins, and correspondence.

**Dispose of after 1 year.**

### **150-1-4-8-8-2      MAILING LISTS**

Directory of individuals and organizations which receive regular mailings of information from the Area Aging Office.

**Dispose of after 1 year.**

### **150-1-4-8-8-3      PHOTOGRAPHS**

Prints, slides and negatives of programs, and individuals connected with the AAA. Information is used in displays, publications and for recruitment purposes.

**Dispose of after 1 year, subject to review by the State Archives before disposal.**

### **150-1-4-8-8-4      PUBLIC HEARING FILE**

Records of public hearings with local elderly citizens and agencies, to obtain direct input and comment regarding proposed programs. File may include newspaper clippings, notice of public hearing, notes, worksheets, agendas, minutes, etc.

**MEETING MINUTES AND AGENDA: Retain permanently or transfer to the State Archives after 10 years.**

**ALL OTHER COPIES: Dispose of after 5 years.**

### **150-1-4-8-8-5      REFERENCE FILES**

General interest information usually for reference purposes but not essential to the aging office. May include maps, records of human service organizations, brochures, general interest copies of correspondence, etc.

**Dispose of after 1 year.**

### **150-1-4-8-8-6      REFERENCE LIBRARY FILE INDEX**

Index of the books and other publications in the Reference Library. Contains the title of the publication, number of pages, name of author, subject code category, etc.

**Dispose of after 1 year.**

**150-1-4-8-8-7      REGISTRATION SHEETS**

Daily list of visitors to Senior Centers. Data may include date, name, address, and if they are receiving the newsletter and whether this is their first visit to the center, etc.

**Dispose of after 1 year.**

**150-1-4-8-8-8      SENIOR CENTER REGISTRATION CARD FILE**

Index of all registered visitors to the Senior Center. Information contains name, address, phone number, date of birth, and information regarding activities.

**Dispose of 3 years after last contact with individual.**

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**NOTE**

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1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet